



**Nevada Legislative Counsel Bureau  
Administrative Division  
General Services Unit**

**Mail Clerk**

**POSITION:** Mail Clerk, reports to the General Services Supervisor of the Administrative Division.

**SALARY AND BENEFITS:**

Salary range: \$25,181 - \$27,895 (Grade 23) depends upon retirement selection. Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits, after the appropriate waiting periods. Other optional benefits are available, including a deferred compensation program. This is a temporary job ending on or before June 30, 2011.

**SUMMARY**

Position serves as a primary distributor of U.S. Mail, State Interdepartmental-Office mail and internal mail for Legislative Counsel Bureau. Work under the direct supervision of the General Services unit supervisor, as well as independently. Work includes, but is not limited to: Customer Service, distribution of the mail, rearranging office furniture, shipping and receiving, inventory control, and other duties as assigned. Current team consists of five full time, year round staff and two temporary session staff.

This job description provides a descriptive list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

**DUTIES & RESPONSIBILITIES** (includes, but is not limited to the following. Other duties may be assigned as required)

- Identifies and sorts mail for delivery to all LCB units.
- Processes and delivers mail throughout three different LCB buildings as well as other state and local locations.
- Works with others in the unit as team member.
- Performs integrations of outdated publications, such as, Nevada Revised Statutes, Criminal Law Manuals, Children and Family Law Manuals, Nevada Administrative Code and other publications.
- Perform the full scope of Shipping and Receiving.
- Inspects and identifies possible threats in mail with the aid of X-ray machine to prevent acts of terrorism, destruction of property or harm to people inside the LCB.

- Helps to maintain records of work performed, such as shipping logs, publication invoices, purchase orders and requisitions.
- Monitors stock of supplies and materials and notifies supervisor of needs.
- Assists in maintenance and repair of equipment, furniture or facilities as directed.
- Performs other related duties as required.

#### **KNOWLEDGE OF:**

- Methods and practices of the following organizations, the State of Nevada Mail Room, U.S. Postal Service, Federal Express, United Parcel Services and other shippers.
- Methods, materials, tools, and equipment used in keeping and maintaining office equipment and furniture for a work and user friendly facility.
- Use and operation of a wide variety of tools and equipment used in office facilities.
- Safe working practices and adherence to these practices.

#### **ABILITY TO:**

- Communicate effectively in writing and orally.
- Work independently.
- Establish and maintain effective working relationships with others.
- Maintain a timetable for scheduled mail runs, and other duties as assigned.
- Estimate time and or material, equipment, and staff required for tasks.
- Identify possible problems and anticipate solutions to customer comments.
- Operate and perform operator maintenance of tools and equipment.
- Read and interpret documents, manuals, and instructions.
- Use computers for electronic mail, word processing, internal calendar programs, general administrative use
- Apply common sense understanding to carry out instructions and address problems related to job duties.

#### **WORKING CONDITIONS**

- Various conditions (dirt, pollen, insects, inclement weather, moving equipment, noise from equipment, hot, cold, outdoors)
- Overtime in preparation for the legislative session as well as during legislative session
- Requires the use of various hand and power tools and machinery
- Requires the successful candidate to frequently move and/or lift 25 to 50 pounds and occasionally move and/or lift up to 70 pounds.

#### **LICENSES, EXPERIENCE**

- Valid Nevada driver's license with a satisfactory driving record

#### **APPLICATION PROCESS**

The Legislative Counsel Bureau (LCB) is the central non-partisan staffed agency serving to support the legislative branch of government and collectively serves the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above outlined duties, abilities, and job functions. Applicants maybe subject to a background check.

All applicants must submit a State of Nevada Job Application. Applications must be submitted no later than Friday, June 25, 2010 at 3:00 p.m. Applications are available at the Legislative Counsel Bureau or at [www.leg.state.nv.us/openings](http://www.leg.state.nv.us/openings).

Applications may be dropped off in person at

Legislative Counsel Bureau Administrative Division  
401 South Carson Street  
Carson City Nevada

Or mail to:

Ken Kruse  
Human Resources / Accounting Unit  
Legislative Counsel Bureau  
401 S. Carson Street  
Carson City, NV 89701